

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Airports	(2) MEETING DATE 10/6/2015	(3) CONTACT/PHONE Kevin Bumen 781-5205	
(4) SUBJECT Request to award a consulting contract (Clerk's File) to NV5, Inc., for Inspector of Record services in the amount of \$597,836 and approve a work order (Clerk's File) for Construction Administration and Resident Project Representative services with the project architect, Reynolds, Smith and Hills (RS&H), in the amount of \$1,314,865 for the New Terminal Construction Project at the San Luis Obispo County Regional Airport. All Districts.			
(5) RECOMMENDED ACTION It is recommended the Board: 1. Approve and direct the Chair to sign an Inspector of Record Consulting contract with NV5, Inc.; and 2. Approve and direct the Airport Director to sign the work order for Construction Administration and Resident Project Representative services with Reynolds, Smith and Hills for the New Terminal Construction Project.			
(6) FUNDING SOURCE(S) FAA AIP Grant: \$1,439,265 PFC/Local: \$473,436 Total: \$1,912,701	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)  19001596		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No		(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: <u>8/11/15, 3/17/2015, 10/28/2014, 7/15/2014, 3/11/2014, 11/5/2013, 9/24/2013, 7/23/2013, 3/5/2013</u>
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Airports / Kevin Bumen  
781-5205

DATE: 10/6/2015

SUBJECT: Request to award a consulting contract (Clerk's File) to NV5, Inc., for Inspector of Record services in the amount of \$597,836 and approve a work order (Clerk's File) for Construction Administration and Resident Project Representative services with the project architect, Reynolds, Smith and Hills (RS&H), in the amount of \$1,314,865 for the New Terminal Construction Project at the San Luis Obispo County Regional Airport. All Districts.

## **RECOMMENDATION**

It is recommended the Board:

1. Approve and direct the Chair to sign an Inspector of Record Consulting contract with NV5, Inc.; and
2. Approve and direct the Airport Director to sign the work order for Construction Administration and Resident Project Representative services with Reynolds, Smith and Hills for the New Terminal Construction Project.

## **DISCUSSION**

On August 11, 2015, the Board approved the construction of the new terminal at the San Luis Obispo County Regional Airport. As part of this approval, the Board awarded the construction contract to Q&D Construction and the Construction Manager contract to Arcadis U.S. Inc.

To complete the project there are several components requiring services from various consultants. In addition to the two already mentioned, consulting services are also needed for Inspector of Record, Construction Administration/Resident Project Representative, and Special Inspections.

In May 2015, General Services released a Request for Statement of Qualifications to provide Inspector of Record (IOR) Services for the Terminal Project. The IOR ensures compliance with code, plans, specifications and quality assurance. A selection panel was then appointed consisting of representatives from the County Administrative Office, Airports, General Services, and Public Works. Two firms submitted proposals and were interviewed by the panel. NV5, Inc. was selected by the panel and a fee was subsequently negotiated. The Department of Airports requests the Board award a contract to NV5, Inc. (Clerks File) in the amount of \$597,836.

In addition to the IOR is a request to approve a work order with Reynolds, Smith and Hills (RS&H) for Construction Administration (CA) and Resident Project Representative (RPR) services. RS&H is the General Consultant for the airport, operating under a master contract, and is the architect and engineer for the terminal project. The Master Contract was established through the RFQ process in 2011 and had an initial term of 3 years and the ability to extend for 2 additional years under which RS&H is performing work. Services for projects provided under the contract are identified in specific work orders. Work orders establish scope of work and fee for a given project. Working with RS&H, Airports has established a scope of work and negotiated a fee for both CA and RPR services. Airports requests the Board approve a work order (Clerk's File) which includes a lump sum cost of \$862,400 for the CA Services and a Time and Materials cost of \$452,465 for a total of \$1,314,865.

Airports anticipates returning to the Board at a later date to award a contract for Special Inspections.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the contract and work order for form and legal effect.

#### **FINANCIAL CONSIDERATIONS**

Approximately 90% of the cost of the construction of the terminal is being funded through outside sources. The largest source being Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants. Other outside sources include Passenger Facility Charges (PFC's) and Customer Facility Charges (CFC's). The remaining costs will be funded through the Airport Enterprise Fund and/or the County General Fund through a loan to the Airport.

The total cost for the Inspector of Record and Construction Administration/Resident Project Representative services is \$1,912,701. The costs for these services are included in the soft costs of the budget for the terminal construction project approved on August 11, 2015 which is shown in the table below.

<b><u>ITEM</u></b>	<b><u>CURRENT PROJECT BUDGET</u></b>
CONSTRUCTION	\$27,500,000
FF&E	\$1,077,184
SOFT COSTS	\$3,668,023
DEBT ISSUANCE COSTS	\$60,000
<b>SUBTOTAL</b>	<b>\$32,305,207</b>
CONSTRUCTION CONTINGENCIES	\$2,750,000
SOFT COST CONTINGENCIES	\$366,801
<b>TOTAL CONTINGENCIES</b>	<b>\$3,116,801</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$35,422,008</b>

#### **RESULTS**

Awarding the contract to NV5, Inc. and approving the work order for RS&H will allow Airports to move forward with the construction of the terminal building, ensuring construction is completed according the approved plans and specifications.

#### **ATTACHMENTS**

Attachment 1: NV5 Inspector of Record Services Contract – Clerk's File

Attachment 2: RS&H Construction Administration and Resident Project Representative Work Order – Clerk's File